

# Step by Step Instructions to Register on line and Complete 2006 SDPI Grants Application

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Special Diabetes Program for Indians (SDPI)

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# Registration Process

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## Step One

- Down load three documents from the IHS diabetes web page and read all the instructions. Files are in Acrobat.

<http://www.ihs.gov/MedicalPrograms/diabetes/apply>

- Continuation Application Kit for SDPI Funding
- Electronic Application Instructions
- Part 'B' Instructions for Completing Interim Progress Report



# Registration Process

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## **Step Two** (write down all codes and numbers)

- ❑ Obtain your Organizational DUNS number
  - Nine digit number like: 128251126
  - DUNS number has been a requirement on the SF 424 for the past 2 years of the SDPI continuing application

# Registration Process

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## **Step Three**

- Verify your organizations registration with Central Contractor Registration (CCR)
  - Your agency may be registered with CCR and to check this status: <http://www.grants.gov/GetStarted>. Then click on Search CCR for your EBiz/POC. This link is located in the far upper left side of the web page. Enter your organization's DUNS number and it will bring up individuals within the organizations who are designated as the EBiz/Point of Contact (POC) contact. If your site is not registered then you must register with CCR.

# Registration Process

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## **Step Three - cont.**

- ❑ If your organization is not registered with the Central Contractor Registration then you must register.
- <http://www.bpn.gov/ccr/scripts/indexnew.asp>.
  - ❑ Obtain Marketing Partner ID (MPIN)
  - ❑ MPIN contains nine digits
  - ❑ MPIN (takes 1-2 business days to obtain, you may have to call for assistance - phone number next slide)

# Registration Process Continued

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## Step Four

- ❑ Order a confirmation number
- ❑ Obtain name of person within organization who is the primary point of contact (POC)
- ❑ The POC will obtain or has the
  - MPIN
  - Tax Identification Number (TPIN)

Ms. Peggy Lockwood in Michigan at (269) 961-5574 can assist with these numbers if you have problems.

# Registration Process Continued

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## Step Five

- Register to become a Credential Provider
  - <http://e-auth.orc.com/>
    - Receive User ID and Password - takes 30–60 minutes
    - Answer secret question to obtain user ID & password

# Registration Process Continued

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## Step Six

- ❑ Register with Grants.Gov
  - <http://apply.grants.gov/GrantsGov>
  - Submit user ID and password, then click Register
  - You will become the “Authorized Applicant”
  - Authorized Organized Representative (AOR).  
(Usually this is the POC within the organization )  
will give the Authorized Applicant permission to  
down load the SDPI application



# Submit Grant Application

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## Step Seven

- Down load Pure Edge Viewer Software from the Grants.Gov web site:

<http://www.grants.gov/GetStarted>

- \*\* May need administrators permission to down load this software, check with your IT department\*\*

# Obtain Grant Application

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## **Step Eight**

- Working within the Grants.Gov web site:
  - <http://www.grants.gov/Forapplicants>
  - Use the Funding Opportunity Number which is HHS-2006-ihs-cont-SDPI (diabetes non-competitive grant applications)
  - Do not use the CFDA number

# Complete and Submit SDPI Application

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## Step Nine

- Download grant application
  - Use SAVE button within software of the grants.gov web site
  - Do not use X on right top of screen or Back Button on left top of screen because you will lose all entered information (this can kick you out of the software)

IHS grants policy POC is Michelle Bulls at(301) 443-6528



# Tips for Success with Grants.Gov

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- ❑ Read all the instructions
- ❑ Obtain all necessary pins and passwords prior to working in Grants.Gov
- ❑ Complete the interim progress report in Microsoft word prior to the electronic submission (save it)
- ❑ Write and save Budget Justification document as a separate document
- ❑ Start early, at least one month prior to the actual due date for SDPI is due and - Call if you need help!!